



City of Austin - JOB DESCRIPTION



Austin Water Utility Pipeline Technician Assistant

FLSA:	Standard/Non-Exempt	EEO Category:	(70) Skill Craft
Class Code:	19423	Salary Grade:	WE0
Approved:	August 08, 2000	Last Revised:	January 11, 2008

Purpose:

Under general supervision, apply a working knowledge of fundamental concepts, practices, established procedures and limited instruction in the maintenance, repair, location, testing, investigation and reconstruction of the water distribution and wastewater collection systems and in the TV inspection, grouting, and smoke testing of water lines. Perform work that is varied and moderately complex with assignments that are semi-routine in nature where the ability to recognize deviation from accepted practice is required.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Operate, inspect and maintain a variety of vehicles and heavy equipment.
2. Operate, calibrate, troubleshoot, maintain and repair a variety of electronics, computers, hand, electrical, pneumatic, mechanical power tools and equipment.
3. Set up, operate and maintain a variety of safety-related equipment according to Utility safety procedures and SOP's.
4. Perform and maintain a variety of asset control and inventory activities.
5. Read and interpret maps, plans, drawings, meters, gauges and videos.
6. Perform labor-intensive work.
7. Support and/or lead crewmembers on job sites.
8. Complete paperwork, forms and reports.
9. Investigate and inspect water distribution and wastewater collection systems.
10. Install, maintain, excavate, repair, replace, backfill and locate water and wastewater infrastructure and appurtenances.
11. Respond to citizen questions, concerns and complaints

Responsibilities - Supervisor and/or Leadership Exercised:

May lead, coordinate and be responsible for the performance and completion of daily crew activities and work assignments as directed.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
Knowledge of City of Austin policies and procedures related to pipeline operations
Knowledge of City of Austin safety policies and procedures
Knowledge of training and monitoring of assigned work group
Skill in reading maps, plans, drawings and electrical equipment
Skill in oral and written communication
Ability to work in confined spaces, which includes the use of SCBA and other confined space retrieval equipment.
Ability to understand, follow and provide training for both written and verbal instructions.
Ability to establish and maintain good working relationships with internal and external customers.

Minimum Qualifications:

High School graduation or GED.
Two years experience in general underground utility construction maintenance, which must include one year of related equipment operation.
One year of experience may substitute for one year of High School, with a maximum substitution of two years.

Licenses and Certifications Required:

Valid Texas Commercial Driver's License (CDL). Must be able to obtain the appropriate Commercial Driver's License with endorsements within ninety days of employment. May be required to obtain appropriate TCEQ certification within one year of employment.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.